

Infographic: Empower remote work with Microsoft Teams

Over the last few months, I'm sure you've had your fair share of online meetings, whether that be on Zoom, Skype, Google Hangouts or Microsoft Teams.

For true connections and collaboration, we believe you shouldn't rely entirely upon email to communicate with colleagues. We use Microsoft Teams as our collaboration and video conferencing tool, to keep our employees who are working in the office and at home connected.

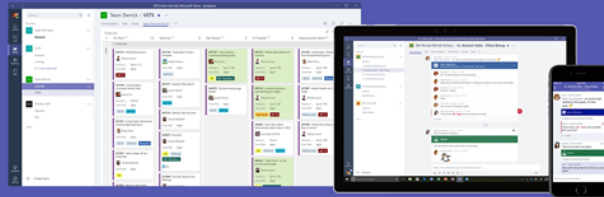
Microsoft Teams makes it simple for everyone to stay up-to-date whether that be through instant messaging, collaborating on projects, accessing files and information within one central environment. Or, even just having a coffee break with your teammates.

Infographic: Microsoft Teams

If you're looking to keep your business running smoothly, and your teams connected, we've created a helpful infographic to show you how you can do this by using Microsoft Teams.



Empower with Microsoft Teams



EMBRACE ONLINE



Include an online link to your meeting so everyone can be included, no matter where they are working.



Be mindful and inclusive by frequently pausing to allow time for questions and reminding attendees they can use the chat window to share their thoughts.

STAY FOCUSED



Turn on video so your team can feel more connected. Video helps keep everyone engaged and cuts down on multitasking, making the meeting more productive.



Blur your background while presenting, especially if you have a busy background. *Note: Background blurring might not prevent sensitive information behind you from being visible to other meeting participants.*



Record the meeting to capture video, audio, and screen-sharing so you can refer to the meeting or share it with people who couldn't attend. *Note: Be sure to inform meeting participants that you are recording.*

SHARE CONTENT



Share your screen to show your desktop, a specific window, or a specific app so your team can follow along with your presentation. Use the Teams desktop app for the best sharing experience.



Collaborate on ideas using Whiteboard. Draw, sketch, and write on a shared digital canvas.

STAY CONNECTED



Make up for missed hallway talk and be deliberate about connecting with coworkers. Set yourself reminders to check in with people regularly.



Bring the team together through opportunities where the whole team can get connected. Maybe it's a brainstorm, a daily check-in, or even a virtual coffee. Help ensure that your team doesn't feel isolated.



Have fun! Encourage fun activities and challenges to maintain morale. You can hold a photo contest or praise team members for creative ideas. Help your team stay positive, engaged, and energised.

Ready to get Started? We're a Silver Microsoft Partner and have over 17 years supporting businesses with their IT. For a free consultation or demo get in touch with the AdaptiveComms team today!

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